



## **DHS Privacy Office**

### **PRIVACY IMPACT ASSESSMENT THRESHOLD ANALYSIS**

#### **To Determine whether A Privacy Impact Assessment is Required**

Please use the attached form to determine whether a Privacy Impact Assessment (PIA) under the E-Government Act of 2002 and the Homeland Security Act of 2002 is required.

Please complete the form and return for review by the DHS Privacy Office:

Rebecca J. Richards  
Director of Privacy Compliance  
The Privacy Office  
U.S. Department of Homeland Security  
Washington, DC 20528  
Tel: 571-227-3813  
Fax: 571-227-4171

[rebecca.richards@dhs.gov](mailto:rebecca.richards@dhs.gov)

If a PIA is required, the DHS Privacy Office will send you a copy of the Official Privacy Impact Assessment Guide and accompanying Template to complete and return.

A copy of the Guide and Template is available from the DHS Privacy Office via email: [privacy@dhs.gov](mailto:privacy@dhs.gov), phone: 571-227-3813, and fax: 571-227-4717.



## Privacy Threshold Analysis

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### PRIVACY THRESHOLD ANALYSIS

*(Please complete this form and send it to the DHS Privacy Office.*

*Upon receipt, the DHS Privacy Office may add comments and send back for further response.)*

#### NAME OF SYSTEM:

Date:

Name of Component:

Contact Information for Program Manager:

#### DESCRIPTION OF SYSTEM:

#### WAS THE SYSTEM DEVELOPED PRIOR TO 2002? (Yes/No):

☐ No. Please proceed to the next section: "Systems Developed After 2002."

☐ Yes. Please provide answers to the following questions:

**1. Has the system undergone any significant changes since 2002? (Yes/No):**

☐ No. This Privacy Threshold is complete. Please send to the DHS Privacy Office.

☐ Yes. Please continue to Question 2.

**2. What changes have been made to the system since 2002?**

(Answer and then continue to Question 3.)

**3. Does the system collect, maintain and/or share information that can be used to directly or indirectly identify an individual? (Yes/No; if "yes" please explain):**

(Note: An "individual" includes: DHS employees, contractors, citizens, non-citizens, or legal permanent residents.)

☐ No. The Threshold is complete. Please send to the DHS Privacy Office.

☐ Yes. Please explain. (A Full PIA is required.)



## Privacy Threshold Analysis

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### SYSTEMS DEVELOPED AFTER 2002

**1. What is the purpose of the system?**

(Answer in detail and then continue to Question 2.)

**2. What information does the system collect, maintain and/or share?**

(Please describe in detail. *Note:* When describing information about an individual, an "individual" includes: DHS employees, contractors, citizens, non-citizens, or legal permanent residents.)

**3. Does the system collect, maintain and/or share information that can be used to directly or indirectly identify an individual? (Yes/No; if "yes" please explain):**

(*Note:* An "individual" includes: DHS employees, contractors, citizens, non-citizens, or legal permanent residents.)

☐ No. This Privacy Threshold is complete. Please send to the DHS Privacy Office.

☐ Yes. Please explain. (A Full PIA is required.)



**Homeland  
Security**

The Privacy Office  
U.S. Department of Homeland Security  
Washington, DC 20528  
571-227-3813, PIA@dhs.gov  
[www.dhs.gov/privacy](http://www.dhs.gov/privacy)

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**PRIVACY THRESHOLD REVIEW**  
*(To be Completed by the DHS Privacy Office)*

**Date Reviewed by Privacy Office:**

**Name of DHS Privacy Office Reviewer:**

**DHS PRIVACY OFFICE COMMENTS:**



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**PROGRAM MANAGER ACKNOWLEDGEMENT/RESPONSE  
TO DHS PRIVACY OFFICE COMMENTS:**

*(Please respond to the above comments from the DHS Privacy Office and return.)*

**Date Acknowledged by Program Manager:**

**Name of Program Manager:**

**PROGRAM MANAGER RESPONSE :**